



**Website, PR & Media Assistant
Academic Year, September 2019 – July 2020**

JOB DESCRIPTION

Job Title: Website, PR & Media Assistant: Academic Year, September 2019 – July 2020
Reporting Line: Website, PR & Media Manager and in their absence, Mr Nick Woods, Assistant Head
Location: Hampton School

The closing date for applications is 9.00am on Monday 29 April 2019.

ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values, and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world, but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the best achieved anywhere, while our extensive range of co-curricular activities provides each boy with the opportunity to shine and the means to explore new interests. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. 20-30 boys are offered places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds, and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life. These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Engineering, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for applicants can be found at <https://hamptonschool.org.uk/teachingathampton>

The Role

We are seeking to appoint a 'top class' graduate to support the School's website and social media outlets. Working within a busy office you will also contribute to maintaining excellent communication links with our current, and prospective, pupil and parent body. The successful candidate will be IT savvy, enthusiastic, creative and self-motivated with excellent communication and interpersonal skills.

This post starts in September 2019 and is for 35 hours a week during term time plus some holiday, weekend and after school hours. It would suit a graduate who is looking for the opportunity to gain valuable experience in the field of journalism, digital communications, media and marketing.

Job Responsibilities

The Website, PR & Media Assistant will assist and report to the Website, PR & Media Manager. Job responsibilities to include:

- Updating the Hampton School, The Hammond Theatre and Hampton Prep School websites: providing content (written and visual) and liaising with staff & relevant school bodies, to ensure the websites are current and accurate and all links are functional
- Images: assisting with photography and video for the websites and news coverage. Helping at photo-shoots, using image software (Photoshop & InDesign) to edit and enhance images and promotional material, and editing video footage for web and social media usage
- Social Media: updating Hampton School's social-media platforms
- News coverage: assembling stories and images for the news section of the website, news coverage in the press and for News from Hampton. When necessary, accompanying trips off-site to cover important events
- Analytics: monitoring of the Hampton websites and Twitter feeds.

Essential Criteria:

- A commitment to the Safeguarding and wellbeing of pupils
- We are looking for a personable, self-motivated individual who can demonstrate excellent written and verbal communication skills. This person will be confident, present themselves well and have strong social skills, enabling them to deal politely and effectively with staff, pupils, parents and the general public
- This individual will know what it means to be a 'Hamptonian' and fully understand the aims and ethos of the School. They will ideally have held a position of responsibility at the School
- Although IT skills are expected this is more of an editorial position than a technical role. It is not suitable for someone who prefers to stay behind a computer screen
- The candidate will be keen to learn on the job, and be a creative team player who has interest in acquiring editorial and communication skills, and learning how to utilise the benefits of online and offline media.

Other

- To undertake any other duties as reasonably required by the Website and Media Manager or Assistant Head in association with the above role.

Personal Specification

- A smart appearance, friendly/polite demeanour and good communication skills
- Good attention to detail: an excellent, accurate and careful command of written English
- A high level of proficiency in the use of ICT, including Word
- Energy, commitment and enthusiasm directed towards the smooth running of the Website and Media office
- The ability to identify and complete work independently
- Excellent organisational skills and be flexible and adaptable in order to meet ever-changing needs and priorities
- The ability and willingness to learn new skills
- A willingness to assist and deal confidently with staff and pupils.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Training

Where necessary, to undergo on the job training and/or to attend INSET training outside the School where appropriate to increase competence, proficiency and safety awareness.

Salary

This is a paid position and based on the current Support Staff pay scales, the salary will be approximately £17,324 per full calendar year worked (approx. £12,926 for the period of employment). You will be paid in 11 equal monthly payments, in arrears (Sept 2019 – July 2020). Payment will be made on the 25th of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.

Hours

This is a part-time position and working hours will be 8.45am - 4.45pm, Monday - Friday, term-time only. On occasions, there may be a requirement to work some holiday, weekend and after-school hours.

Additional holiday work, if required, is to be discussed and agreed with the Website, PR and Media Manager and in their absence, Bursar or Assistant Head.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on Open Days.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

March 2019